

NATIONAL INSTITUTES OF HEALTH  
WARREN GRANT MAGNUSON CLINICAL CENTER  
NURSING & PATIENT CARE SERVICES

POLICY:     Unplanned Leave

All Nursing and Patient Care Services employees with clinical responsibilities in areas with 24/7 operation will provide sufficient notification when calling in that they are ill or are unable to appear for duty. Only the leave-granting official authorizes leave. Day shift employees will call in at least two hours prior to the beginning of the shift. Evening and night shift employees are expected to give four to five hours prior notification. NPCS employees with non-patient care responsibilities are expected to give notice of their absence as soon as they become aware that they are unable to appear for duty as scheduled.

PURPOSE:    Prompt notification of absence allows adequate time to plan for alternate staffing arrangements.

Approved:

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Clare E. Hastings, RN, Ph.D.  
Chief, Nursing and Patient Care Services

Formulated: 8/94  
Implemented: 9/94  
Revised: 9/98, 9/99, 10/03

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